



U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp
110 Raby Avenue
Pensacola, Florida 32509

Number: PEN 5267.06B
Date: September 12, 2003
Subject: Visiting Regulations

INSTITUTION SUPPLEMENT

1. PURPOSE. It is the policy of this institution to afford inmates the privilege of having visitors of their choice within specific guidelines, in order to enhance the morale of the inmate and to maintain relationships with his family or others in the community.
2. DIRECTIVES AFFECTED. Institution Supplement PEN 5267.06A, Visiting Regulations, dated May 26, 2000, is canceled. The following are referenced.
 - A. Program Statement 5267.06, Visiting Regulations, dated May 17, 1999.
 - B. Program Statement 1315.07, Legal Activities, Inmate, dated November 5, 1999.
 - C. Program Statement 5521.05, Searches of Housing Units, Inmates and Work Areas, dated June 30, 1997.
 - D. Institution Supplement PEN 5500.09A Ch.6, Entrance Procedures, dated September 19, 2001.
3. STANDARDS REFERENCED. ACA Standards 3-4255, 3-4440, 3-4445, 3-4441, 3-4442, 3-4446, and 3-4272.
4. PROCEDURES.
 - A. An inmate desiring to have regular visitors must submit a list of proposed visitors to his unit team (see attachment A). The unit team will compile an approved visitors list for each inmate after appropriate investigation of the proposed visitor(s). Visiting lists will normally be compiled approximately seven days after an inmate completes Admission and Orientation classes, or as soon as possible thereafter. Counselors are responsible for initiating all correspondence and release of information authorizations relative to screening of proposed visitors using forms provided in Program Statement 5267.5, Visiting Regulations. When approval/disapproval has been determined, the inmate is responsible for notifying the proposed visitor of same. A visiting list will include no more than ten friends and associates.
 - B. The mission of this institution involves sending inmates into the Naval community, which encompasses four separate bases, regularly each workday. Under these conditions, inmates will undoubtedly make acquaintances. To ensure an atmosphere of good harmony with the Naval community, no inmates may have a listed visitor who has any working association with the Navy bases or any of the inmate work details.

- (1) Attorney visits. All attorney visits will be coordinated by Unit Staff.
- (2) Visits by clergy. Clergy visits will be coordinated by the Chaplain and will ordinarily take place during regular visiting hours.
- (3) Special Visits. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors. Persons in the specific categories listed in the program statement may qualify as special visitors rather than as regular visitors.
 - a. Business visitors.
 - b. Consular visitors.
 - c. Representatives of community groups.
 - d. Clergy, former or prospective employers, sponsors, and parole advisors.

Family and friends will not be considered as special visits. It is incumbent on the inmate to make prior arrangements to have them placed on his visiting list prior to their arrival.

After approval by the Unit Manager, special visits will be documented and submitted to the Operations Lieutenant (attachment B).

- C. A copy of the visiting regulations (attachment C) will be posted in the visiting room. Any violation of the institution visiting procedures may result in termination of the present visit or in disciplinary action.

D. VISITING ROOM OPERATIONS

- (1) The visiting room at FPC Pensacola will be open each Friday from 5:00 PM to 8:30 PM and each Saturday, Sunday and federal holiday from 8:00 AM to 3:00 PM. The outside visiting area will close at 8:00 p.m. on Friday and 2:30 p.m. each Saturday, Sunday and federal holiday. Visits will be supervised by staff to ensure that all visits are conducted in a quiet, orderly and dignified manner. Visitors are discouraged from arriving at the institution more than thirty minutes before visitation begins.
- (2) The visiting room officer will verify the identity of each visitor by use of approved identification such as a driver's license, passport, or other photo identification and record the visit on the appropriate visiting forms. Each visitor is required to complete the "Notification to Visitor" (Title 18) form (English/Spanish version) prior to each visit. The visitor must sign this form in the presence of a staff member, per Institution Supplement 5500.09 Ch.6. The visiting room officer will notify the unit officer when an inmate receives a visitor. ALL ATTEMPTS WILL BE MADE TO NOTIFY THE INMATE OF A VISIT WITHIN THIRTY MINUTES. IF THE INMATE CANNOT BE LOCATED WITHIN THIRTY MINUTES, VISITING ROOM OFFICERS MUST NOTIFY THE OPERATIONS LIEUTENANT AND ALL EFFORTS WILL BE MADE TO LOCATE

THE INMATE. All inmates will enter and leave the visiting room through the shakedown room entrance. Inmates will not be permitted in the visiting room prior to being notified. Before entering and leaving the visiting room, all inmates will be pat-searched and randomly selected inmates will be visually searched upon completion of their visit.

- (3) Each inmate is granted an unlimited amount of visiting time, during regular visiting hours, with those persons on his approved visiting list, unless prevailing circumstances warrant otherwise. An inmate may have no more than five visitors, including children, at any one time. The Operations Lieutenant, after consulting with the Institution Duty Officer, has the prerogative of terminating any visit due to over-crowding, or for reasons of improper conduct on the part of the inmate or his visitor(s). Frequency of visits and distance traveled shall be determining factors when terminating visits because of over-crowding. Once an inmate's visitor leaves the Visiting Room, the visit is ended for that day.
- (4) Vending machines are available in the visiting area for visitors' use. Visitors are not permitted to bring any type of food items into the visiting room. The inmate will be permitted to eat with his visitor, but may not retain any leftover items. Use of the vending machines by inmates and their visitors is by their own accord. Visiting Room staff are not responsible for currency and will not accept reimbursement currency from vendors for inmates or their visitors.
- (5) All children under the age of 16 years must be accompanied by an adult on the visiting list. Visitors age 16 up to 18 who wish to visit unaccompanied must have their parent's or guardian's signature notarized on the bottom of the visitor information form when returning it for visitor approval. Visitors (age 16 and older) must be approved to visit and their names must appear on the visiting list. (The criteria for identification in paragraph 4(D)(2) above will also apply, i.e. photo identification). Inmates and visitors will be responsible for supervision of their children so as not to disturb others in the visiting room.
- (6) Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny visiting. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses exceeding above the top of the kneecap in length. See-through clothing, halter tops, tube tops, sleeveless shirts, tank tops, and any kind of top that reveals the midriff area of the anatomy, radically low-cut shirts or blouses, revealing (front) and backless clothing are prohibited. No skin-tight clothing or spandex clothing is allowed. All visitors are required to wear footwear. All visitors are also required to wear undergarments (including bras for females). Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for non-compliance by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer. The Operations Lieutenant and Duty Officer will decide if the infractions warrant termination of the visit.

- (7) Inmates must be properly dressed for their visits, to include camp issued uniform with work shoes or tennis shoes. A white or gray t-shirt may be worn with the green uniform pants. No sports clothes, i.e. sweat pants, etc., are permitted. All shirts will be tucked into the pants and a belt will be worn. If the inmate is improperly dressed, he will be refused the visit until he has corrected the situation. Appropriate dress will be determined by the visiting room officer.
- (8) Inmate and visitor traffic to and from the visiting room will be terminated at 9:30 a.m. in preparation for the 10:00 a.m. official count. Inmate traffic may resume when the count has cleared.
- (9) Inmates will be allowed to carry a handkerchief, comb, 1 pack of cigarettes and matches into the visiting room. After a complete search, no other items including watches, non-prescription sunglasses, etc., will be allowed to be taken in or returned to the compound. Cigarettes that are carried into the visiting room must be used. They will not be taken out of the visiting room. Inmates will not be allowed to take any money into or out of the visiting room. Unauthorized items in the possession of an inmate will result in the inmate being required to return the items to his assigned living area prior to his entering the visiting room.
- (10) The Recreation Department photographer will be authorized to enter the visiting room between the following hours to take pictures: Fridays no photos; Saturday, Sunday and Holidays 10:30 a.m. to 2:00 p.m. Any changes in the scheduled hours require approval from the Shift Lieutenant.

E. VISITS TO INMATES NOT IN POPULATION STATUS.

- (1) Admission Status. Visits during the Admission and Orientation period will generally be limited to the immediate family. However, some flexibility and good judgment should be exercised in approving or disapproving visitors during this time period. If an inmate in Admission and Orientation status receives a visit prior to an approved visiting list being added to the visiting room program, the Unit Team will be contacted and requested to review the Central File to determine whether the visitor should be approved. If the Unit Team is unavailable, the Duty Officer will determine if the visit will be allowed.
- (2) Medical Patients. Visits to inmates hospitalized in the community or base hospital are restricted to only the immediate family.

F. Any infractions noted by the visiting room officer will be made known to the Operations Lieutenant and Duty Officer, who have the authority to terminate any visit for reasons of improper conduct on the part of the inmate or his visitor(s), on the date they occur. The Operations Lieutenant and Duty Officer will decide if the infractions warrant termination of

the visit. The Visiting Room Officer, Operations Lieutenant and other staff involved will provide the Captain and Unit Manager with a detailed explanation of the incident in memorandum form (attachment D). The Operations Lieutenant and Duty Officer will periodically check the inside and outside of visiting areas to ensure visitors and inmates are following institution regulations.

5. OFFICE OF PRIMARY INTEREST. Correctional Services. This Institution Supplement will be translated into Spanish.

/s/Donald F. Bauknecht
Warden

INMATE VISITING LIST

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

PEN 5267.06B
September 12, 2003
Attachment A

INMATE'S NAME: _____ REG. NO. _____
(LAST) (FIRST) (MIDDLE)

Enter on the lines below the names of all members of your family (wife, children, brothers, sisters, parents, and grandparents). Indicate in the appropriate column provided whether you desire to have these family members placed on your APPROVED VISITING LIST. Also, enter the names of all friends you desire to visit.

[illegible]

INMATE VISITING LIST
(Continued)

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

PEN 5267.06B
September 12, 2003
Attachment A, Pg. 2

[illegible]



UNITED STATES GOVERNMENT

memorandum

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

DATE: _____

TO: Operations Lieutenant

REPLY TO: _____

ATTN OF: Counselor

SUBJECT: Special Visit Authorization for:

Inmate Name

Reg. No.

The above named inmate is authorized a special visit with _____ who
resides at the following address: _____.

The date(s) of the visit is: _____.

Approved: _____
Unit Manager

cc: Inmate Central File

VISITING REGULATIONS

PEN 5267.06B
September 12, 2003
Attachment C, Page 1

To: All Visitors

From: Warden
FPC Pensacola, FL

The Federal Prison Camp Pensacola is located on the Saufley Field Naval facility. Saufley Field is located on the west side of Pensacola by taking exit #2 south from I-10 onto Pine Forest Road, to right on Blue Angel Parkway, to right on Saufley Field Road, into Saufley Field.

Visiting will be permitted on Fridays (5:00 to 8:30 PM), Saturdays, Sundays and holidays from 8:00 AM until 3:00 PM. Holidays are as follows: New Year's Day, Martin Luther King's Birthday, President's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Arrival at the institution parking lot 30 minutes prior to the established visiting times is prohibited and visitors may not line up at the visiting room door prior to 15 minutes before the established visiting time.

Only five visitors, including children, are allowed to visit at one time. The Lieutenant and/or the Duty Officer have the authority to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made.

Visitors will enter the visiting room at the front entrance located on the south side of building 844. All visitors must provide the appropriate photo identification (driver's license, passport, etc.) before being allowed to visit. Persons not permitted to visit may not remain in the visiting room, institution, on the base, or in the parking lot. All vehicles will be locked.

All visits will begin and end in the visiting room. Inmates may embrace and kiss their visitors at the beginning and end of each visit. No other physical contact between adults, except hand holding, will be permitted during the visit.

All children under the age of 16 must be accompanied by an adult on the visiting list. Visitors age 16 up to 18 who wish to visit unaccompanied must have their parent's or guardian's signature notarized on the bottom of the visitor information form when returning it for visitor approval. Inmates and their visitors will be responsible for keeping children in their company quiet and within the bounds of the visiting area. Visitors may not bring such items as toys, suitcases, attache cases, large oversized handbags, packages, newspapers, coolers, or electrical appliances (cellular phones, tape recorders, radios, televisions, etc.) which are prohibited. Visitors may bring a clear plastic change purse (no larger than 7"x10"x5"), and a small diaper bag with items essential to the care of an infant. A bible or koran is allowed. In addition, property lockers are provided for storage (located in the entry area). Rearrangement of visiting room furniture is not authorized due to fire and safety regulations. Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. Appropriate dress is required and must be in good taste. Excessively provocative, immodest or revealing attire is reason to deny visiting. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses exceeding above the top of the kneecap in length. See-through clothing, halter tops, tube tops, sleeveless shirts, tank tops, and any kind of clothing that reveal the midriff area of the anatomy, radically low-cut shirts or blouses, revealing (front) and backless clothing are prohibited. No skin-tight clothing or spandex clothing is allowed. All visitors are required to wear footwear. All visitors are also required to wear undergarments (including bras for females).

Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for noncompliance by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer.

No money will be collected by the visiting room officer for deposit into the inmate's account. It is recommended that inmates receive their money through postal money orders sent in the mail, with their correct name and register number indicated. Food and beverages may not be brought into the institution; however, various vending machines are provided for use by visitors and inmates. A change machine has also been provided. Inmates will not be allowed to enter or leave the visiting room with money.

Smoking will be permitted in outside visiting areas only. Consideration for others should be given when smoking. Once a visit begins, visitors may leave the designated visiting areas only for the purpose of attending chapel services on the institution grounds. This requires a staff escort to and from the services. There are no other exceptions unless approved in advance by the Operations Lieutenant and/or Duty Officer.

All visitors must sign a statement (in English or Spanish) indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing this search or refusing to sign the aforementioned statement will be refused entry into the camp. A search may also be made of all hand-carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The visiting room officer will not store any items for a visitor or inmate and will not be responsible for items lost or left in the visiting room.

Cameras will not be permitted in the visiting room or on institution property.

Section 1001, Title 18, U. S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than five years, or both." Furthermore, Sections 1791 and 3571, 18 U.S.C., provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate, any prohibited object, without the knowledge and consent of the Prison Camp Warden.

The following is a synopsis of important rules for visitors to remember:

1. Park only in the designated parking area and do not interact with any inmate prior to entering the visiting room. Contact with any inmate is not permitted when leaving after a visit.
2. Lock vehicle prior to entering the visiting room.
3. Have an accepted form of picture identification.
4. Be on inmate's approved visiting list or on authorized special visit form.
5. Complete Title 18 (Notification to Visitor) in the Officer's presence.
6. Sign in and out in log book at Officer's desk.
7. A storage area for luggage or other large items is not provided.

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA
NAVY REQUIREMENTS FOR INMATE VISITORS

The following information is provided to assist when visiting FPC Pensacola at Saufley Field. Please read this form along with the Visitor Information Form.

The following documents must be made available for examination upon the request of Base Security Guards.

1. Valid Driver's License
2. Proof of Valid Insurance
3. Valid Vehicle Registration
4. Valid License Plate

The following requirements must be adhered to while on Saufley Field.

1. Compliance with posted speed limits.
2. Seat belts will be worn by all occupants of the vehicle. All children under the age of four, weighing less than 40 pounds, will use an approved infant or child car seat.
3. Anyone suspected of driving while under the influence of alcohol will not be allowed to enter the base.
4. Parking will be authorized in designated areas only.
5. Motorcycle operators will ensure headlights are on at all times while the motorcycle is being operated. Persons riding the motorcycle will wear/use the following protective equipment.
 - A. A properly fastened (under the chin) protective helmet that meets Department of Transportation (DOT) standards.
 - B. Impact resistant eye protection devices, which include goggles or a face shield attached to the helmet. A windshield or faring alone is not considered to be proper eye protection.
 - C. Hard sole shoes with heels, long sleeved shirt or jacket and full finger gloves. Passengers are encouraged to wear a retroreflective vest.
6. Visitors are authorized to enter the base only for the purpose of visitation. Visitors are authorized in the designated parking lot only. Visitors are not authorized to drive around the base. Upon entering FPC Pensacola visitors are consenting to having their vehicles subject to inspection/search by members of the Saufley Field security force. Persons found with illegal contraband (such as firearms, drugs, explosive devices, etc.) will be apprehended and turned over to the Escambia County Sheriff's Department.



UNITED STATES GOVERNMENT

memorandum

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

DATE: _____

TO: Unit Manager

REPLY TO Lieutenant/
ATTN OF: Institution Duty Officer

SUBJECT: Visitor Denied Entrance to the Visiting Room/Visitation Terminated

On the above date, at _____ (AM) (PM), the following visitor

(Mr.) (Mrs.) (Miss) _____

() Was denied entrance to the Visiting Room () Visitation was terminated

Inmate Concerned _____
Name Register Number

Reason for denial/termination:

- | | |
|---|----------------------------|
| () 1. Improper or no identification. | () 4. Improperly Dressed. |
| () 2. Not on inmate visiting list. | () 5. Overcrowded. |
| () 3. Under age without parent/guardian. | () 6. Incident. |
| | (See Comments) |

Comments: _____

Completed by: _____ (Visiting Room Officer)

cc: Captain, Visiting Room File